

18 November 1969

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The Agency problem of records storage and service has several possible solutions. Attached are details related to the following proposals which subdivide the storage and service problem; as well as the next two options which focus on the problem as one integrated and indivisible entity:

## A -- Sub-divided Problem Alternatives:

First sub-divide the records problem size as follows:

<u>TYPE RECORDS TO STORE</u>	<u>VOL. NOV '69</u>	<u>OCT. SERVICES</u>
1. Inactive Office Records	65,170	(6,356)
2. Supplemental Distribution	16,669	(4,605)
a. OBGI Reports - 9,000		
b. OBGI Maps - 5,000		
c. NPIC Reports - 800		
d. Other DDI Items - 900		
e. Non DDI Items - 900		
3. Vital Records	9,127	( 143)
4. Agency Archives	8,189	( 790)
(Probably 20,000 feet more among Office records above)		
TOTALS	99,155	(11,894)

## ALTERNATIVE # 1:

RETURN TO DDI THE SUPPLEMENTAL DISTRIBUTION FUNCTION AND 15,600 CU.FT.

- a. Use TOP SECRET Vault in Room G-H-0906 Hq.  
Store 2,000 cu. ft. of material to satisfy daily service requests.

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- b.   
Store 5,000 cu. ft. of OBGI maps near the Map Div. that uses them.

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- c.  to store replenishment supply for a ~~above~~.  
Store 8,600 cu. ft. of Supplemental Distribution material for DDI.

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- d. Use Records Center  to store 900 cu. ft. of Non DDI Items.  
--or-- return it to Offices concerned: DDS Regulations 300 cu.ft.,  
DDS&T Reports 400, DDP Handbooks 100, ONE Rpts 80, & Hist. Guid 20.